

## Job Aid

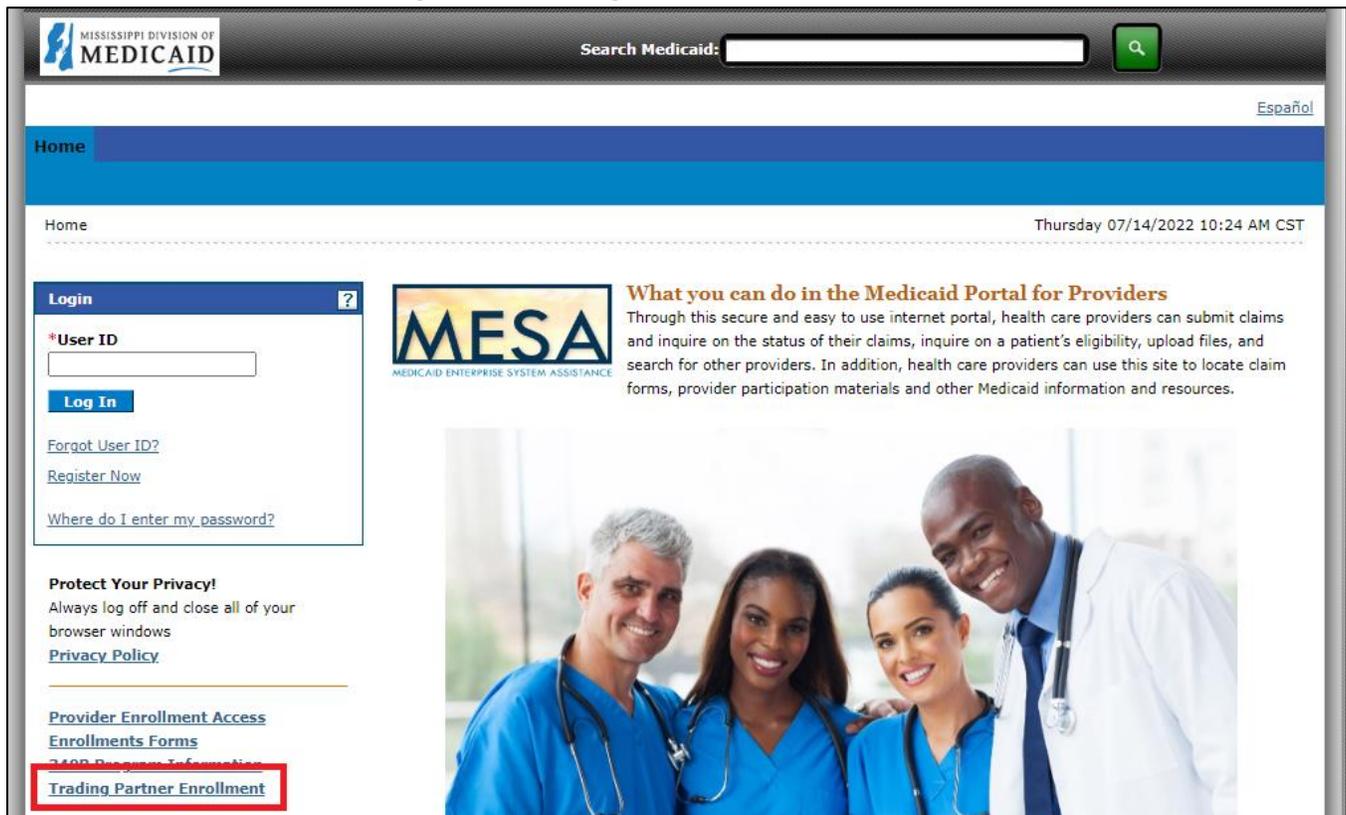
# PRP-103 Trading Partner Enrollment

This document provides the process for enrolling with the Mississippi Division of Medicaid (DOM) to obtain a Trading Partner ID.

Complete the following steps to enroll as a Trading Partner:

1. Navigate to the Provider Portal.

**Figure 1: Trading Partner Enrollment Link**



2. At the **Trading Partner Enrollment** page, click the **Enrollment Application** link.

**Figure 2: Enrollment Application Link**



- Carefully read the information regarding the online Trading Partner enrollment process, then click **Continue**.

**Figure 3: Welcome Page**

**Trading Partner Enrollment: Welcome**

**Welcome**

**Welcome to the Online Trading Partner Enrollment Process**

This online series will help you complete your Trading Partner Profile (TPP) and walk you through the enrollment process. Select the Continue button below when you are ready to move to the next page. You may also go back to previously viewed pages by selecting them from the page listings in the navigational menu to your left.

- This online form is intended for clearinghouses, billing services, and software companies seeking to become trading partners. If you have previously received a trading partner ID and want to update your TPP, log on to your secure portal account. Providers will also use this online form to enroll as a Trading Partner.
- Personally identifiable information about providers is used for purposes directly related to health care program administration, such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested may result in denial of payment for the services.
- Trading Partners are required to complete an trading partner profile containing specific transaction and contact information as the first step in the Electronic Data Interchange (EDI) enrollment process. The EDI Department must receive and process the profile request before trading partners may begin testing.
- Only one TPP needs to be completed for each trading partner, even if the trading partner represents multiple providers. Billing providers that have multiple billing provider numbers, or billing services and clearinghouses that exchange the electronic transactions on behalf of trading partners need only complete one profile form. Accurate and timely completion of the profile form will prevent delays in testing and approval for production processing.

Please click the "continue" button to start the enrollment application.

**Continue** **Cancel**

- At the **Provide Information** page, Enter the name and contact information for the Trading Partner. Add a contact for this application in the **Enrollment Contact Information** panel, and a contact for EDI and transaction questions in the **EDI Information** panel. Click **Continue**.

**Figure 4: Profile Information Page**

**Trading Partner Enrollment: Profile Information**

**Profile Information**

Complete the fields in each section and select the Continue button to move forward to the next page.

The contact person will be contacted through the email address below to confirm the enrollment application. The contact person listed is also the person who can answer any questions regarding the information provided in this enrollment application and is the authorized Trading Partner representative.

\* Indicates a required field.

**Initial Enrollment Information**

\*Trading Partner Name: Bob's Billings

\*Address: 123 Main Street

\*City: Marks

\*State: Mississippi

\*Zip Code: 386468424

\*Type of Business: SUBMITTER

**Enrollment Contact Information**

This information will help us contact you during enrollment processing.

\*Contact Name: Bob Smith

Contact Phone: 6015551212 Ext:

\*Contact Email: slawrence@gainwelltechnologies.com

\*Confirm Contact Email: slawrence@gainwelltechnologies.com

**EDI Information**

This information will help us contact you with EDI questions and maintain transaction information.

\*EDI Contact Name: Bob Smith

EDI Contact Phone: 6015551212 Ext:

\*EDI Contact Email: bobsmith@bobsbillings.com

\*Confirm EDI Contact Email: bobsmith@bobsbillings.com

**Continue** **Cancel**

- At the **Transaction Sets Page**, check the box for each transaction set you intend to exchange with DOM. If you are unsure at this time which transactions you will be exchanging, you can select all of them. These selections can be updated on your portal account. Click **Continue**.

**Figure 5: Transaction Sets Page**

**Trading Partner Enrollment: Transaction Sets**

Welcome | Check each transaction that you will be exchanging.

Profile Information | [Select All](#) | [Deselect All](#)

**Transaction Sets**

Agreement

Summary

- 5010 - 270 - Batch - X12 - Health Care Eligibility Benefit Inquiry
- 5010 - 271 - Batch - X12 - Health Care Eligibility Benefit Response
- 5010 - 276 - Batch - X12 - Health Care Claim Status Request
- 5010 - 277 - Batch - X12 - Health Care Claim Status Response
- 5010 - 278 - Batch - X12 - Health Care Services Request/Response
- 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice
- 5010 - 837D - Batch - X12 - Health Care Claim: Dental
- 5010 - 837I - Batch - X12 - Health Care Claim: Institutional
- 5010 - 837P - Batch - X12 - Health Care Claim: Professional
- 5010 - 999 - Batch - X12 - Functional Acknowledgment
- 5010 - TA1 - Batch - X12 - Interchange Acknowledgment
- NCPDP - B1 - Batch - Claim Billing Request
- NCPDP - B2 - Batch - Claim Reversal Request
- NCPDP - B3 - Batch - Claim Rebill Request

**Continue** **Cancel**

- At the **Agreement** page, click the link for the Trading Partner Agreement (TPA) and review it.
- When you are ready to sign the agreement, click the **I accept** checkbox to accept that your name on this page constitutes your acceptance of the TPA.
- Type your name in the **Your Signature** field and click **Submit**.

**Figure 6: Agreement Page**

**Trading Partner Enrollment: Agreement**

Welcome | Please review the [Trading Partner Agreement \(TPA\)](#).

Profile Information | **Electronic Signature Agreement**

Transaction Sets

**Agreement**

Summary

You will be submitting the Trading Partner Enrollment application electronically. Therefore your signature on this application will be electronic. By submitting this application electronically, you acknowledge that your electronic signature is binding to the same extent as your written signature.

**\*I accept**  I understand that my electronic signature is equivalent to written signature.

**\*Your Signature**

(Entering your name in the box to the right will constitute your electronic signature.)

Signed Date 07/14/2022

**Submit** **Cancel**

9. At the **Summary** page, review your selections. If you need to make any changes, you can click the applicable page on the left to go back.
10. Click **Confirm** to complete the application.

**Figure 7: Summary Page**

Trading Partner Enrollment: Summary	
<a href="#">Welcome</a>	Please review and make revisions to previous pages as needed. Once you have reviewed all data, print a copy and then select the Confirm button. Once you have selected the Confirm button no more changes will be allowed.
<a href="#">Profile Information</a>	<b>Profile Information</b>
<a href="#">Transaction Sets</a>	<b>Trading Partner Name</b> Bob's Billings
<a href="#">Agreement</a>	<b>Address</b> 123 Main Street
<b>Summary</b>	<b>City</b> Marks
	<b>State</b> Mississippi <b>Zip Code</b> 38646-8424
	<b>Type of Business</b> SUBMITTER
	<b>Enrollment Contact Information</b>
	<b>Contact Name</b> Bob Smith
	<b>Contact Phone</b> 1-601-555-1212 <b>Ext</b> ..
	<b>Contact Email</b> slawrence@gainwelltechnologies.com
	<b>EDI Information</b>
	<b>EDI Contact Name</b> Bob Smith
	<b>EDI Contact Phone</b> 1-601-555-1212 <b>Ext</b> ..
	<b>EDI Contact Email</b> bobsmith@bobsbillings.com
	<b>Transaction Sets</b>
	5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice
	<b>Instructions for Summary Page</b>
	If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents panel, navigate back to that page, and make changes. Once the terms and conditions are accepted in the Agreement page, the contents of this page must be accepted by selecting "Confirm" below. Please print a copy of this summary for your records.
	<b>Confirm</b> <b>Cancel</b>

11. The system returns a confirmation that includes your Trading Partner ID. You can use this ID to create an account on the portal and use File Exchange. Click **Exit**.

**Figure 8: Enrollment Confirmation**

Trading Partner Enrollment: Confirmation	
Your Trading Partner Profile (TPP) application has been submitted.	
You have been assigned the following <b>Trading Partner ID: TP600100</b> , your temporary MOVEit password:	
<b>Please retain the Trading Partner ID for your records. The ID will be used as the key for tracking the status of the application.</b>	
A confirming e-mail has also been sent to the contact person's e-mail provided on the enrollment application: slawrence@gainwelltechnologies.com	
What happens next?	
<ul style="list-style-type: none"> <li>▶ After reviewing your Trading Partner Profile and Enrollment Application, a letter or e-mail with final confirmation of approval will be sent to your designated contact for use in setting up your secure portal account.</li> <li>▶ Once registered and logged in as an Trading Partner, you can designate a representative to access account information. These representatives are called delegates.</li> <li>▶ For detailed testing instructions, refer to the Trading Partner Information. You can access Trading Partner information any time by selecting Trading Partner from the Enrollment selections on the public provider Welcome page before you are registered on the secure area of the portal.</li> <li>▶ Estimated processing time is x days for your enrollment application. You may check your TPP status by logging on to the public Welcome page, selecting the link for Trading Partner under Enrollment, and then selecting Enrollment Status.</li> </ul>	
<b>Exit</b>	

12. To check the status of your trading partner application, return to the Trading Partner Enrollment page and select **Trading Partner Enrollment Status**. Enter your Trading Partner ID and click **Search**. The system returns a status message.

## Change History

The following change history log contains a record of changes made to this document:

Version #	Published/ Revised	Author	Section/Nature of Change
0.1	7/14/2022	Gainwell	Initial document